



City of Jefferson City, Missouri Community Development Block Grant Program

INFORMATION PACKET PUBLIC SERVICES PROGRAM YEAR 2016



The CDBG Entitlement Program under the Department of Housing and Urban Development

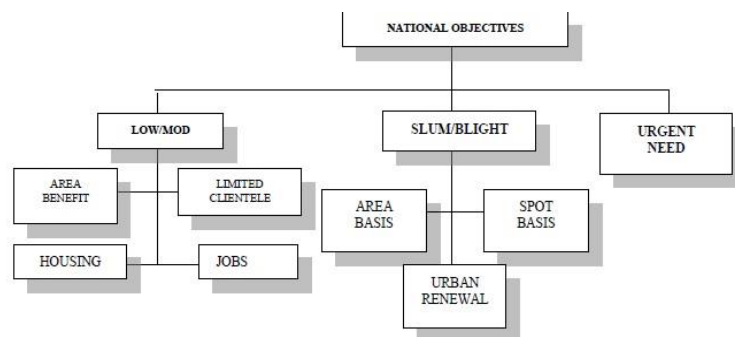
Entitlement status is a designation for local communities generally with a population over 50,000. The City of Jefferson was designated as an Entitlement Community in 2004. Because of this designation, the City receives a grant on an annual basis contingent upon Congress approval of the Federal budget.

The City's CDBG Entitlement for 2016 is \$262,865.

Programs/ Projects eligible for CDBG Funding - General Provisions

Under the Federal CDBG Program, grant funds must be used to meet one of the following national objectives:

- A. Benefit low-to-moderate income (LMI) persons;
- B. Prevent/eliminate slums or blight; or,
- C. Address a particularly urgent community need (disaster response).



The City of Jefferson's CDBG Program

The City of Jefferson's CDBG Program is funded by Federal CDBG annual allocations and implemented in accordance with the City Council's adopted Consolidated Plan. In addition to meeting the federal eligibility regulations, activities to be considered for funding must also meet the goals and objectives established in the Consolidated Plan.

The City of Jefferson can allocate up to 15% of annual CDBG funds on Public Services Activities by sub-granting to local not for profit agencies with 501(c)(3) status. Sub grantees who are awarded funds agree to comply with the City of Jefferson's policies and HUD Regulations. This includes but is not limited too; submitting quarterly reports, program and activity monitoring at the discretion of the City, and releasing demographic information on those who benefit from the program/activity.

This grant will be on a reimbursement basis. Sub-grantees will be required to submit proper documentation for reimbursement. Expenses incurred prior to the sub-grantees start date will not be eligible for reimbursement. The City of Jefferson will be accepting applications from local not for profits to fund activities related to Public Services that either quantifiable increase the level of an existing service and/or a NEW program for the agency.



CDBG Program Activities

Eligible CDBG Public Services Activities - General provisions

There is a wide variety of activities eligible under the federal CDBG Program. Grantees determine which of these types meet the needs of their communities. However, in order to ensure that the primary objective of the CDBG Program is met benefitting low and moderate income persons, grantees must ensure that all activities meet a national objective.

This section lists basic eligible activities under the federal CDBG program, but reduced to those that the City of Jefferson's program supports based on the 2014-2018 Consolidated Plan. CDBG funds can be used for the following type of new programs/activities:

- Activities related to public services including but not limited to:
 - Basic social services to the homeless and low to moderate income persons;
 - Food and nutrition services for low to moderate income persons;
 - Domestic violence prevention and counseling services;
 - Job training and employment services for low to moderate income persons;
 - Health care and substance abuse services for low to moderate income persons;
 - Childcare for low to moderate income persons;
 - Services for senior citizens (62 and over exclusively);
 - Services for the disabled persons;
 - Fair housing counseling.

Ineligible CDBG Activities:

In general, any activity that is not specifically authorized under the CDBG Regulations and statute is ineligible. In addition, the following activities may not be assisted with City of Jefferson CDBG funds:

- Construction, acquisition or demolition
- Food
- Operation and maintenance expenses
- Political activities
- Purchase of equipment, office furnishings or personal property

Income Guidelines for Low-to-Moderate Income Households

Annually, HUD develops income guidelines based on the number of persons in the household. The income guidelines below change annually based on the new limits.

The 2016 income guidelines for Jefferson City MSA are as follows:

Persons in Household	1	2	3	4	5
Maximum Income	\$35,150	\$40,150	\$45,150	\$50,150	\$54,100

The Grantee and Subrecipients

For the City of Jefferson's CDBG program the Grantee refers to the City of Jefferson. The subrecipients are those private not-for-profit organizations and agencies that receive CDBG funds through the City of Jefferson's CDBG program. Individuals and government agencies are not qualified as subrecipients for Public Service activities.

Application Procedure and Requirements

The City will accept applications from **February 22, 2016 through March 31, 2016** for projects under the 2016 CDBG program year. The procedure is as follows:

**Please note that your agency representative responsible for federal grant program must attend the Pre-application Orientation in order to qualify for funding request submission. No exceptions.*

Applicant Should....	Date/Deadline	Purpose/Comment
(Mandatory) Attend the Pre-Application Orientation before completing the Application Form.	February 18, 2016 City Hall Council Chambers 320 E. McCarty Street Jefferson City, MO 65101	The applicant is encouraged to start thinking about the proposal immediately and collecting needed information and estimates, but the applicant is advised not to fill out the application until after this orientation.
Determine eligibility by completing the Activity Type and Eligibility Determination Chart and Defining the Need Worksheet	Before completing the application form(s)	Lay the groundwork for your application, if you determine that the agency and the program/project are eligible for the CDBG Program.
Fill out the Application Form in its entirety (Do not combine projects which are different in nature and serve different beneficiaries into one application.).	After completing the Activity Type and Eligibility Determination Chart and Defining the Need Worksheet but before the application deadline.	To ensure that the application review and selection process and the execution of the project are smooth and efficient, and to comply with HUD's requirements on performance measures.
Submit two (2) original copies of complete application with all the required attachments and supporting documents.	Received by the Department of Redevelopment and Grants by 5:00 p.m. Thursday, March 31, 2016.	Deliver or mail the application to the Neighborhood Services Coordinator at Planning and Protective Services, City of Jefferson City Hall, 320 E. McCarty St. Jefferson City, MO 65101

For Questions and Additional Information

If you have questions or need additional information, please contact the following staff members for assistance:

Lauren Henry, Neighborhood Services Specialist, CDBG Contact- (573)634-6564 or lahenry@jeffcitymo.org

Presentation information available at <http://www.jeffcitymo.org/pps/PublicServices.html>